MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION
STATE DEPARTMENT FOR INTERNAL SECURITY AND
NATIONAL ADMINISTRATION

CHIEF'S OFFICE
MAGINA LOCATION
P.O BOX 71-00221
MATATHIA
Date : 5/01/2026

RE: RECOMMENDATION LETTER FOR KIJABE WARD WELFARE GROUP

TO WHOM IT MAY CONCERN

I write in my capacity as the Area Chief/ Government Administrator of Magina Location to strongly recommend and endorse the work of the **Kijabe Ward welfare group. This is a fully registered welfare group** under the community group registration Act No. 30 of 2022. It has consistently demonstrated integrity, compassion and effectives in serving some of the most vulnerable members of our community- **orphans and vulnerable children (OVC), widows and children living with disabilities.**

Kijabe ward welfare group has partnered with local leaders, families and institutions to provide holistic support that goes beyond immediate relief. Their initiative includes:-

- Educational support for OVC, ensuring access to schooling and mentorship.
- Economic empowerment programs for widows, helping them build sustainable livelihoods.
- Assisting in clearing hospitals bill of the discharged but detained community members in hospitals due to inability to clear hospital bills.
- Assisting in reducing the suffering of bereaved families by catering for both funeral expenses and mortuary bills of those unable to clear the same.

As a government representative, I have witnessed firsthand the positive impact Kijabe ward has had in uplifting families, restoring dignity and fostering community cohesion. Their transparent operations, accountability to stakeholders, and commitment to collaboration make them a trustworthy partner for donors who wish to invest in meaningful, sustainable change.

I therefore **wholeheartedly recommend Kijabe ward Welfare group to potential donors** and partners. Your support will not only strengthen its existing interventions but also expand their reach to many more vulnerable households in need of care and empowerment.

Should you require further information, please do not hesitate to contact my office. I am confident that your partnership with Kijabe ward will yield lasting transformation in the lives of those who need it most.

Yours Faithfully;

LEAH WAIRIMU KAGWIMA
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MAGINA LOCATION

LEAH W. KAGWIMA
AG CHIEF MAGINA LOCATION

LEAH WAIRIMU KAGWIMA
ACTING CHIEF
MAGINA LOCATION

KIJABE WARD WELFARE GROUP

CONSTITUTION

ARTCLE 1 : NAME OF THE GROUP

The name of the group shall be **Kijabe Ward Welfare** Group

ARTICLE 2: The group was started on 6th December 2022.The founder members after assessment and consideration of the problems encountered/experienced after lengthy hospitalization or demise of a member of the community felt the need to start the group

Its principles are based on **'welfare of one another'**

ARTICLE 3: AIMS AND OBJECTIVES OF THE GROUP

- Bringing together as well as uniting the local residents of Kijabe Community and beyond
- Assist members in case of death, hospitalization or incapacitation
- To establish a forum that will create a network and effective communication among members

ARTICLE 4:MEMBERSHIP

- The group comprise of both men $ women of Kijabe ward and /or other willing members beyond
- Members should be 18years and above
- Every member should pay **non-refundable** membership fees of kshs 500
- Commit himself/herself to contribute kshs 200 to assist a member who is hospitalized or dies
- Members with dependants who have long history of medical problems, mental or physical challenges MUST notify the management before joining the group.
- Members who fails to disclose health status mental or physical challenges of dependants on joining the group renders the dependants ineligible for assistance

Every member has a duty to:

- Ensure smooth running of the group through active participation in-law making and disciplinary action recommendation
- Make contribution as prescribed by the constitution and any other law passed by 2/3 majority

Every member has a right to :

- Raise any query pertaining to the running of the group
- Question on issues pertaining to the group's account
- Withdrawal or resign from the group
- Right to vote
- Right to recommend or participate in discipline of another member who contravenes with the rules of the group
- Right to participate in constitution making and amendments

ARTICLE 5 :VALIDTY OF MEMBERSHIP

Membership of a group member shall cease with effect from the date of-: a member:

- Death of spouse/dependants incase no member of the family is left to continue with the membership
- Members withdrawal
- When a member is recommended by 2/3 majority members to be expelled on the grounds that his/her conduct has adversely affected the reputation of the group
- Failure to make contribution for three deserving group members
- Failure to attend more than three meetings
- Spreading false report/information,disrespective and being uncooperative to the other members and management
- Becoming certifiable insane
- Making the work of Area Reps difficult by being uncooperative, rude or desrespective

ARTICLE 6 :- MEETINGS

- Being a welfare group, the group will limit itself to a very few meetings and at least two times every year. This should be done in early Dec and June
- Meetings can also be called incase of urgent matters requiring attention of members

ARTICLE 7: MANAGEMNT /OFFICE BEARERS

The management consists of the chairperson, vice chairperson,secretary,vice secretary, Treasurer and (2) ordinary members who must be gender compliant

Duties of the office bearers

Chairperson

- Convening and chairing all group meetings
- Maintain discipline among the members during the group meetings
- Updating the members on the status or progress of the group

Vice chairperson

- Assisting the chairperson to execute the above duties
- Performing the duties mentioned above as delegated by the chairperson

Secretary

- Taking minutes during the group meetings
- Keeping all the records of the group meetings
- Any other duty as may be assigned by the chairperson

Vice secretary

- ✓ Assisting the secretary to execute the above duties. Performing the duties mentioned above as delegated by the secretary in his/her absence
- ✓ Performing any other duty as may be assigned by the Chairman

Treasurer

- Keeping account payments of all contribution
- Depositing all monies paid by members
- Updating the chairman on the status of the groups account
- Any other duty as may be assigned by the chairperson

The two ordinary members shall be incorporated and be part of the group management

ORGANIZING SECRETARY

- Maintaining efficient communication among group members
- Organizing and distributing messages to the group members
- Scheduling meetings and conference
- Any other duty as may be assigned by the chairperson

AREA REPRESENTATIVES

The area representative will -:

- ❖ Represent the members from their respective areas
- ❖ Coordinating all groups activities and ensure that all groups information reaches the members in their areas
- ❖ Maintain a list of all the members in their respective areas
- ❖ Will act as link between the members and the management
- ❖ Will sit in the management committee when determining the legibility or illegibility of a needy member

- ❖ Will forward a needy case to the management immediately it is reported to him/her
- ❖ Perform any other duty as may be assigned by the chairperson

PATRON

Will be a contact person for guidance in group matters and will:-

- Give directions or guidance as pertains to the group operations and activities
- Will promote group activities by connecting with other financial institutions,donors etc.

ARTICLE 8: GENERAL FUNCTIONS OF THE MANAGEMENT

- The management shall at all times uphold and ensure that the constitution is observed
- It shall implement all recommendations of the group after approval during general meetings
- It is tasked with the responsibility of ensuring that the member's interest and rights are taken care of without discrimination
- The management shall listen to all grievances and settle them thereof

ARTICLE 9 : ELECTIONS

Elections for office bearers will be conducted after every 2 years or incase:-

- One of the signatories resigns
- Death of a signatory
- Members feels they require change of management
- All the members must be notified at least one month before election are held
- Elections will be supervised by a returning officer who will be selected by the group members, who will announce the results same day elections are held
- Anybody disputing the results will be required to appeal to the management immediately and in any case not later than one week
- The management will sit and deliberate on the reason stated in support of the dispute and give their verdict
- The decision of the management will be final
- The incumbent officials are eligible for re-election
- Assumption for the office bearer will be a week after election

MINIMUM QUALIFICATIONS FOR POST/POSITION OF OFFICE BEARERS

- One must be a registered member of the group
- One must present him/herself for election, Nobody will be elected in absentia
- Must be of good repute, respective and of high moral integrity
- Incumbent office bearers are eligible for re-election
- For the post/position of a Chairman, secretary and Treasurer a candidate must be computer Literate and at least of O level education

ASSUMPTION OF OFFICE BY NEW OFFICIALS

Upon election of the new office bearers the incumbent will :

a) Prepare and handover their office to the new office bearers a week after election are held
b) Render their office vacant to the new officials
c) Hand over all group's material's and books etc to the new office bearers

ARTICLE 10 : FINANCES

- The financer shall be derived from membership contribution and other fees recommended during a general meeting .Other finances include bank loan, fines and grants
- All monies contributed by members shall be deposited with K-Unity bank. The change of banks shall only be done by a special resolution in an AGM.
- The signatories shall be the treasurer, secretary and the chairman
- The signatories will make withdrawal after the committee members together with the Area Reps gives consent.

ARTICLE 11 BENEFICIARIES /NEXT OF KIN

I. If a member dies or gets hospitalized and incurs more than Kshs 20,000 hospital bill all the other members will contribute Kshs 200 for his/her welfare
II. The welfare money must be used to cater for the expenses incurred by a member and not for other purposes
III. Members contribution covers,self,spouse,children and others who are directly dependant on a member for upkeep
IV. Every member who qualifies for assistance must have a proof that he/she was under admission in a recognized hospital
V. The welfare money must be availed to the member / dependant latest 3days after the incident is reported
VI. Each member/dependant qualifies for assistance once in every financial year -

VII. Adults do not qualify for assistance unless one has physical /mental challenges and solely depends on their parents for upkeep

VIII. A member who requires assistance MUST notify the Area Representative who will immediately report to the management

IX. The management decision on the eligibility of a member is final

X. No member will be assisted if death /illness is a result of,

   i. Attempting abortion
   ii. Attempting suicide
   iii. Any unnatural death

ARTICLE 12: WELFARE CONTRIBUTION

- Each member will be required to pay Kshs 200 within a week after a member has been hospitalized, incapacitated or passes on
- A member who fails to make the required contribution will be deemed to have ceased to be a member
- In the event that one wishes to discontinue being a member, no refund of his/her earlier contributions will be refunded
- Mode of payment will be either through pay bill, direct bank deposits, mpesa or cash
- The management i.e either secretary ,treasurer or the chairman should be notified immediately payment is made
- Upon making payments a member MUST request to be issued with a receipt

ARTICLE 14: GROUP ASSET / LIABILITIES

i. The assets for the group are for members

ii. All members will be called upon to discuss the mode of distribution, disposal and sharing of the assets and/or liabilities in case the group is dissolved

ARTICLE 15:DISOLUTION OF THE GROUP

- The group can be dissolved if at least 2/3 of the members do recommends
- Refunds if any will be calculated on the members contribution

ARTICLE 16 RENEWAL /RE REGISTRATION

a. Renewal of the group will depend on the recommendation of at least 2/3 of the members

b. Payment of renewal fee will be made if members agree on the same

ARTICLE 17: COMMUNITY GROUP CONSTITUTION AMENDMENT

Amendment of the constitution can be made on the following instances -:

a. At least 2/3 of the members feels they need to change or amend the constitution
b. Amendment can only be done in an AGM
c. Once there is a proposal to do amendment the issue has to be seconded by two members and be discussed by members
d. If all members are in support of the amendment then it will be implemented after one month.
e. However if there are members opposed to the amendment, then there has to be voting and the adoption of the new amendment will be determined by a simple majority

ARTICLE 18 : UTILIZATION OF THE GROUP'S FUNDS

i. The group funds will be utilized as per the group constitution
ii. Other expenses incurred in the group operation's
iii. Payment for renewal of the group certificate
iv. Other allowances as agreed by members during AGM

ARTICLE 19: AUDITING

There will be group account audit every end of year

The chairperson in liaison with the other signatories will :-

i. Furnish the members with a comprehensive summery of the account status
ii. Show the total expenditure incurred during the year
iii. Give the balances in the group account
iv. Answer any questions regarding the accounts operations

ARTICLE 20:INDEMINTY

- Any acts of commission or omission by the office bearers during their tenure if done on behalf of the community group in good faith will not render the officials liable to consequences arising thereof

- They will not be required to compensate for activities of the group that causes loss, damage etc

ARTICLE 20: COMMITMENT

Having read and understood the constitution, we commit ourselves to respect, adhere and honour it in good faith and offer allegiance through our appended signature